
PINE GROVE TOWNSHIP SUPERVISORS
175 OAK GROVE ROAD, PINE GROVE, PA 17963
JANUARY 4, 2010 REORGANIZATION MEETING MINUTES

Appoint Temporary Chairperson – Supervisor Diane Tobin was appointed temporary chairman.

Call to Order / Pledge of Allegiance – Tobin called the meeting to order at 7:00 PM with the Pledge of Allegiance. Attending were Supervisors Judith Lehman and Jeffery Zimmerman. Also attending were Secretary / Treasurer Kathy Ferguson and residents Tom McMullen, Donald Wenrich and Joan Schwer.

Public Comment on Agenda Items – Wenrich said there should be no raises given due to the economy.

Agenda Items

Appoint Chairperson – Jeffery Zimmerman nominated Tobin and Lehman seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Vice-Chairperson – Jeffery Zimmerman nominated Lehman and Tobin seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Secretary/Treasurer – Lehman moved to appoint Kathy Ferguson, Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Establish amount of Treasurers Bond – The existing bond for \$1,000,000 was renewed November 10, 2009, no changes were made.

Establish Meeting Compensation for Secretary – Jeffery Zimmerman moved to keep the compensation at \$50. Lehman seconded the motion; all were in favor and motion carried 3 to 0.

Establish Meeting Compensation for Planning Commission / Zoning Hearing Board Secretary – Jeffery Zimmerman moved to keep the compensation at \$25. Tobin seconded the motion; all were in favor and motion carried 3 to 0.

Establish Meeting Compensation for Planning Commission – Lehman moved to keep the compensation at \$25. Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Establish Meeting Compensation for Zoning Hearing Board - Jeffery Zimmerman moved to keep the compensation at \$30 per meeting plus \$9 per hour. Tobin seconded the motion; all were in favor and motion carried 3 to 0.

Establish Meeting Compensation for Roadmaster – Jeffery Zimmerman moved to increase the compensation to \$25, Lehman seconded the motion; all were in favor and motion carried 3 to 0.

Establish Compensation for mileage reimbursement - Lehman moved to use IRS mileage rates. Tobin seconded the motion; all were in favor and motion carried 3 to 0.

Affirm Supervisor Judith Lehman as Host Municipal Inspector – Tobin moved to affirm Judith Lehman as Host Municipal Inspector. Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Reappoint / Set Wages of Employees

- ♦ **Cleaning Person** - Jeffery Zimmerman moved to keep the rate at \$11.75, Tobin seconded the motion, all were in favor and motion carried 3 to 0.
- ♦ **Temporary / Seasonal Employees** - Jeffery Zimmerman moved to keep the rate at \$10.40, motion died for lack of a second. Lehman moved to increase the rate (60¢) to \$11.00 and Tobin seconded the motion. Lehman and Tobin voted in favor of the motion, Jeffery Zimmerman opposed the motion; motion carried 2 to 1. Ferguson asked if the rate for seasonal employees applied to John Heinbach or if the Board would continue to give him the rate of \$14.70. Jeffery Zimmerman moved to keep John Heinbach's rate at \$14.70, Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Reappoint / Set Wages of Employees, cont.

- ♦ **Office Assistant** – Ferguson submitted the first year employee review for Ibarra and asked the Board to consider it when making a decision on a raise for her. Jeffery Zimmerman moved to increase Ibarra's wage (80¢) to \$11.75 per hour, Lehman seconded the motion; all were in favor and motion carried 3 to 0.
- ♦ **Roadmaster, Heavy Equipment Operator w/CDL, Secretary / Treasurer** - Jeffery Zimmerman moved to keep the Roadmaster's rate the same at \$15.60 per hour, motion died for lack of a second. Jeffery Zimmerman moved to keep all the rates the same as 2009 and Lehman seconded the motion. Tobin said she felt the Roadmaster's rate should be increased over the road crew because of his extra responsibilities with reports. Lehman voted in favor of Zimmerman's motion to keep the rates the same, Jeffery Zimmerman and Tobin opposed the motion; motion was defeated 2 to 1.

Lehman moved to increase all the rates by 2.7% (COLA), motion died for lack of a second.

Tobin moved to increase the Roadmaster's rate (90¢) to \$16.50 per hour, Lehman seconded the motion. Lehman and Tobin voted in favor of the motion, Jeffery Zimmerman opposed the motion; motion carried 2 to 1.

Jeffery Zimmerman moved to keep the Heavy Equipment Operator w/CDL rate the same as 2009, motion died for lack of a second.

Jeffery Zimmerman moved to increase (Heavy Equipment Operators w/CDL) Deryl Fessler's rate (20¢) to \$14.80 and Rod Fidler's rate (20¢) to \$15.30. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Jeffery Zimmerman moved to increase the Secretary / Treasurer rate (20¢) to \$16.25, Lehman seconded the motion. Jeffery Zimmerman and Lehman voted in favor of the motion, Tobin opposed the motion; motion carried 2 to 1.

Appoint Chairperson of Vacancy Board – Tobin moved to appoint Larry Barr Sr., Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Emergency Management Director – Tobin said Tim Weaver is not interested in continuing in the position and has turned in all his materials. Lehman moved to appoint Bobby Milligan (\$200 per emergency plus mileage) contingent upon him receiving all the required approvals. Jeffery Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Engineer / Adopt Fee Schedule – Tobin moved to appoint Alfred Benesch & Company and adopt their fee schedule, Lehman seconded the motion; all were in favor and motion carried 3 to 0.

Recognize Township Fire Companies – Jeffery Zimmerman moved to adopt **Resolution # 2010-01** recognizing Ravine and Suedburg Fire Companies as the Township Fire companies. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Appoint Fire Chief / Fire Marshal – Lehman moved to appoint Greg Pijar as Fire Chief and Fire Marshal, Jeffery Zimmerman seconded the motion; all were in favor; motion carried 3 to 0.

Appoint Health Officer – Tobin moved to reappoint Lewis Moyer at \$25 per incident with report, Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Legal Counsel – Jeffery Zimmerman moved to retain the firm of Pfeiffer, Brown, DiNicola & Frantz. Lehman seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Sewage Enforcement Officer / Adopt Fee Schedule – Lehman moved to appoint Light-Heigel & Larson Design and adopt Light-Heigel's fee schedule. Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Appoint Zoning Officer – Jeffery Zimmerman moved to reappoint Benesch as the Zoning Officer with the present fee schedule. After discussion on advertising for a zoning officer position, Jeffery Zimmerman rescinded his motion. Jeffery Zimmerman moved to appoint Benesch as temporary Zoning Officer with the present fee schedule. Lehman seconded the motion, all were in favor; motion carried 3 to 0.

Re-Appoint / Appoint members for:

- ♦ **Joint Treatment Authority** – Tobin said she would be abstaining from the vote as she is an employee of the Joint Treatment Authority. Donald Wenrich questioned her reason to abstain from voting and asked she provide the section in the code she is basing her decision on. Jeffery Zimmerman moved to re-appoint John Klinger Sr., motion died for lack of a second. Lehman moved to appoint John H. Stahl, motion died for lack of a second. Item was tabled until the meeting on January 13, 2010.
- ♦ **Planning Commission** – Jeffery Zimmerman moved to reappoint Frank Fox to another four year term ending January 2014. Lehman seconded the motion, all were in favor; motion carried 3 to 0.
- ♦ **Recreation Board** – Jeffery Zimmerman moved to reappoint Joseph Fegley to another five year term ending January 2015, appoint Sean Ryan to a five year term ending January 2015 and appoint Tim Schneck to fill a vacancy with the term ending January 2011. Tobin seconded the motion; all were in favor and motion carried 3 to 0.
- ♦ **UCC Appeals Board** – Jeffery Zimmerman moved to appoint the following members and terms as recommended by the UCC Inter-municipal Committee. Lehman seconded the motion, all were in favor and motion carried 3 to 0.
 - 3 year term – Frank Fox
 - 2 year term – Robert Pankake
 - 1 year term – Matthew Brandt
 - Alternates – Steve Morgan, Thomas Hlavaty
- ♦ **Zoning Hearing Board** – Jeffery Zimmerman moved to reappoint Larry Brindle to a three year term ending January 2013, Tobin seconded the motion. Zimmerman and Tobin voted in favor of the motion, Lehman opposed the motion, motion carried 2 to 1.

Select Independent Auditor – Ferguson said there was one proposal submitted from Faren Garcia & Garman, PC of Lebanon for \$4,600 for an in-house audit. Lehman moved to approve the proposal of Faren Garcia & Garman to complete the 2009 audit. Tobin seconded the motion, all were in favor and motion carried 3 to 0.

Recognize Depositories of Township Funds – Tobin moved to recognize the following as depositories of Township funds: Fulton Bank, Sovereign Bank, PLGIT and Invest. Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Select Preferred Advertisement location – Tobin moved to use the Press Herald as the primary newspaper for advertising, Zimmerman seconded the motion; all were in favor; motion carried 3 to 0.

Establish Times, Dates, and location of monthly meetings – Jeffery Zimmerman moved to keep the Supervisors meeting on the second Wednesday of each month at 7 PM in the Township Building. Lehman seconded the motion, all were in favor and motion carried 3 to 0.

Certify Delegates to State Association Annual Convention in Hershey and choose voting delegate – Jeffery Zimmerman said he will not be able to attend, Lehman and Tobin said they will attend. Tobin moved to certify Lehman as voting delegate for the PSATS Convention. Jeffery Zimmerman seconded the motion, all were in favor and motion carried 3 to 0.

Determine Holidays for township employees - Lehman moved to keep the same ten holidays (New Year's Day, Good Friday, Primary Election Day, Memorial Day, July 4th, Labor Day, General Election Day, Thanksgiving and the day after, Christmas Day). Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Committee Representatives – The Board agreed to the following committees and representatives:

- ♦ Employee Handbook – Judith Lehman
- ♦ Fire Company – Jeffery Zimmerman
- ♦ Property and Roads - Diane Tobin
- ♦ Health Insurance and Benefits – Jeffery Zimmerman

A representative to the UCC Inter-municipal Committee was discussed and tabled until the January 13th meeting. Tobin suggested forming a committee of volunteers from residents of the Township to discuss options for public water in the township. Jeffery Zimmerman moved to establish the Public Water Research Committee and to advertise for volunteers from the residents of the Township to participate in the committee. Lehman seconded the motion, all were in favor; motion carried 3 to 0. The Board agreed the advertisement should ask for applications by Wednesday, January 13th so the issue could be discussed at the township meeting.

Public Comment

- ♦ **Ferguson** said it was discussed last year that meeting pay for full time employees may need to be overtime pay. The Board tabled this item to the January 13th meeting.
- ♦ **Tom McMullen** noted there are shingles from the roof laying in the parking lot and Tobin said yes the roof needs to be looked at.

Adjournment – Lehman moved to adjourn the Re-organization Meeting at 8:53 PM. Jeffery Zimmerman seconded the motion; all were in favor and motion carried 3 to 0.

Respectfully Submitted,

Kathy Ferguson, Secretary / Treasurer

Approved by the Board of Supervisors on January 13, 2010.